

NEW JERSEY MODEL STUDENT TRAINING PLAN
FOR UNPAID, SCHOOL-SPONSORED STRUCTURED LEARNING EXPERIENCES
(N.J.A.C. 12:56-18, School-to-Work Program, and N.J.A.C. 6A:8-3.2, Career Awareness and Exploration)

Student: District/School: Employer/Agency:	Student SLE Title: SLE Start Date: SLE End Date:	
Summary description of the unpaid activity: (Include any tools, equipment, and materials that the student may use or handle as part of the structured learning experience.) 		
Will the student participate in the employer/agency's new employee orientation training? Yes/No If yes, include which Career Awareness and Planning and Employability Skills found under the Career Education and Consumer, Family, and Life Skills Standards will be addressed by the SLE and include them in the SLE activities, below. If not, explain why:		
Will the student participate in the employer/agency's new employee safety and health training? Yes/No If yes, include which Safety Skills found under the Career Education and Consumer, Family, and Life Skills Standards will be addressed by the SLE and include them in the SLE activities, and include them in the SLE activities, below. If not, explain why:		
Goal Statement: (Repeat the following three sections as necessary) 		
Learning Objective(s): 		
Describe the Student's SLE Activities	NJ Core Curriculum Content Standard Cumulative Progress Indicators (CPIs) Addressed by the Activities	Documentation to be Collected Showing Achievement of CPIs Addressed by Activities
Describe the formative assessments to be used by the school/employer to assess the student's progress towards the attainment of the SLE objective(s): 		
Describe the summative assessments to be used by the school/employer to assess the student's completion of activities and the attainment of the SLE objectives: 		

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Describe how the unpaid SLE will be documented in the student's portfolio and how it will be graded or credit will be awarded:

NOTES:

UNPAID SLE AGREEMENT

We understand that this unpaid structured learning experience is not employment and that the student learner is not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience, as per the New Jersey Child Labor Regulations, *N.J.A.C 12:56-18.2* (see page 3, below).

We have reviewed and are in agreement with the SLE description, learning objectives, activities, and assignment of grade or credit of this unpaid structured learning experience. We agree to complete all required paperwork and maintain all required documentation for this unpaid structured learning experience. The district/school SLE coordinator and the SLE agency mentor agree to conduct regular monitoring of this unpaid SLE, no less than 30 minutes for every 10th day that the student reports to the SLE site as per the New Jersey Child Labor Regulations, *N.J.A.C.12:58-1.2(d)5*. The student agrees to uphold his or her responsibilities in compliance with this student training plan.

Signature of SLE Coordinator: _____ Print Name: _____ Date: _____

Signature of Agency Mentor: _____ Print Name: _____ Date: _____

Signature of SLE Student: _____ Print Name: _____ Date: _____

Signature of Parent/Guardian: _____ Print Name: _____ Date: _____

Attach the completed Unpaid, Structured Learning Experience Student Training Plan to the Student Training Agreement.

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IMPORTANT SUPPLEMENTAL INFORMATION

All school-sponsored, external, unpaid structured learning experiences must comply with N.J.A.C. 12:56-18, Child Labor Regulation: School-to-Work Program. For *non-paid* activities the following conditions shall be met to allow for non-paid activities of students at for profit and not-for-profit organizations:

- (1) The student shall be at least 16 years of age;
- (2) The activity must be related to a formal school-to-work transition plan [*student training plan*] for a student learner;
- (3) There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the non-paid activities;
- (4) Any productive work is incidental to achieving learning objectives;
- (5) The student receives credit for time spent at the worksite and the student is expected to achieve the learning objectives;
- (6) The student is supervised by a school official and a workplace mentor;
- (7) The non-paid activity is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; and
- (8) The student does not replace an employee.

NOTE: The New Jersey Department of Labor and Workforce Development and the New Jersey Department of Education prohibit the placement of SLE students into hazardous occupations or hazardous work environments, and prohibit SLE students from using any hazardous/prohibited equipment, tools, or materials. Unpaid structured learning experience activities may take place either for profit or not-for-profit sites. If the student's SLE involves volunteering for a not-for-profit, please use the Volunteer Model SLE form.

Use the "New Jersey Model Student Training Plan For Unpaid, School-Sponsored Structured Learning Experiences" form for the following unpaid SLEs:

- 12th grade options
- Community-based instruction*
- Community-based placement*
- Career exploration/orientation
- School-based or school-sponsored enterprise
- Vocational assessment/exploration*

For definitions of the above SLEs, visit http://www.nj.gov/njded/voc/sle/sle_man.htm

* *Requires an Individualized Education Plan (I.E.P.)*

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IMPORTANT URLS

- New Jersey Department of Education/Core Curriculum Content Standards: <http://www.state.nj.us/njded/cccs/>
- Department of Education/Structured Learning Experiences: <http://www.nj.gov/njded/voc/sle/>
- Department of Education/Twelfth Grade Options: <http://www.nj.gov/njded/aps/heqi/option.htm>
- Department of Labor/Child Labor Laws: <http://www.state.nj.us/labor/lse/childlabor.html>
- Youth 2 Work: Teen Worker Worksite Safety: <http://www.osha.gov/SLTC/teenworkers>